



Masentle Dikotsi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Adaptability

Enthusiasm

Reliability

Organization and willingness to learn

Preferred occupation

Generals

General jobs

Filing clerk

Administrative jobs

HR intern

Management, human resources jobs

Data capturers

Administrative jobs

Preferred work location

Bloemfontein

Free State

Contacts and general information about me

Day of birth

1991-08-19 (34 years old)

Gender

Female

Residential location

Bethlehem

Free State

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

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Work experience

Working period **nuo 2024.03 iki 2025.09**

Company name Department of Correctional Services

You were working at: HR intern

Occupation Human Resources Management Trainee Intern

What you did at this job position? Filling and safekeeping of documents ,Controlling and use of photocopy machine,Maintaining of all registers, Preparation for and documenting management,labour forumand personnel meetings including minutes taking, Drafting of memorandum,Closing andopening of files, Transferring of files to achieve, Handling of staff support diary,Compiling of duty list,Update of Z168 and G102, Compiling monthly allowances and Preparing of G224,Reconciliation of all allowance, Handling of claims and resettlement, Handling of official'saccommodation rentals, state housing and home owners, Generating monthly HR Statsreport and certifying of leaves, housing and payroll data.

Working period **nuo 2017.12 iki 2023.12**

Company name Pick n Pay Retailers

You were working at: Cashiers

Occupation Checkout Assistant

What you did at this job position? Processing transactions (sales, returns, exchanges), Handling customer payments (cash,card, mobile), Operating a point-of-sale system, managing cash register and balancingtransactions, providing customer service and support, Handling customer complaints, issuesand inquiries, maintaining a clean and organized workplace, Count, working effectively in a team, follow store policies and procedures

Education

Educational period **nuo 2010 iki 2015**

Degree Certificate

Educational institution Flavius Mareka TVET College

Educational qualification Human Resources Management

I could work HR Generalist

Languages

Language	Speaking level	Understanding level	Writing level
Sesotho	fluent	fluent	fluent

Computer knowledge

Microsoft Word,Database Excel, Presentation

Recommendations

Contact person	Ms Rampitsang SM
Occupation	Bethlehem Head Of Centre
Company	Department of Correctional Services
Telephone number	083 699 7816
Email address	Sophia.Rampitsang@dcs.gov.za

Contact person	Ms Chaka NS
Occupation	Bethlehem Staff Support
Company	Department of Correctional Services
Telephone number	060 506 6652
Email address	Ntsoaki.chaka@dcs.gov.za

Contact person	Ms Thitha MJ
Occupation	Bethlehem Supervisor
Company	Pick n Pay Retailers
Telephone number	081 320 1185

Additional information

Driver licenses	None
Salary you wish	R 6000 R per month
How much do you earn now	0.00 R per month